

NOTE: Applications/resumes **MUST** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the requirements that following include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc.

Experience and education, which provides ability to perform successfully as a Research Manager at the level for which application is made. And

Either I

One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Manager I.

Or II

Experience: Four years of pertinent professional research experience above the trainee level, which must have included responsibility for the determination of research design and methodology of a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master’s degree may be substituted in a similar field to that described for the doctoral degree, for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to Research Manager I or two years equivalent to Research Analyst II.) And

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel (QAP) that is weighted 100%. The QAP will include a number of predetermined job-related questions. Competitors who do not appear for the QAP will be disqualified and eliminated from the examination process.

EXAMINATION SCOPE: In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor’s:

Knowledge of:

1. Research methods and techniques.
2. Public administration, including management and supportive staff services such as budget, personnel, program planning and evaluation, or related areas.
3. Employee supervision, development, and training.
4. Governmental functions and organization at the State and local level as they affect departmental research functions.
5. Law, rules and regulations of privacy and confidentiality.
6. Information technology and research technology.
7. A manager’s role in the Department’s Equal Employment Opportunity (EEO) program and processes available to meet objectives.

Ability to:

1. Plan, organize and manage a research function.
2. Reason logically and creatively and use a variety of analytical and research techniques to solve complex problems.
3. Develop and evaluate alternatives.
4. Analyze data and present ideas and information effectively both in writing and oral formats.
5. Consult with and advise administrators or other interested parties on a wide variety of subjects.
6. Gain and maintain the confidence and cooperation of others.
7. Prepares written, oral reports and occasionally public reports
8. Use interdisciplinary teams effectively in the conduct of studies.
9. Manage a complex program.
10. Establish and maintain project priorities.
11. Develop and effectively use multipliable resources.
12. Effectively contribute to the Department’s Equal Employment Opportunity (EEO) objectives.

ELIGIBLE LIST INFORMATION: In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE: Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

If a candidate's notice fails to reach him/her prior to the date of the QAP due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and at the Department noted on this announcement.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All successful candidates will be ranked according to their final scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Veterans Preference: California law limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department(s) shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379